

**Standard Operating Procedures
for the
Civil Works Review Board
and
Actions Subsequent to the CWRB Meeting**

For all projects that require authorization by Congress, MSC and District Commanders are now required to present their final reports and recommendations to the Civil Works Review Board (CWRB). The following paragraphs lay out the actions and responsibilities related to preparing for, conducting, and follow-up for meetings of the CWRB. Specific guidance is found in EC 1105-2-405 and EC 1105-2-406, both dated 31 March 2005, and ER 1105-2-100 Appendixes G and H. Additional suggestions and information can be found on the CWRB Web Page. <http://www.usace.army.mil/cw/cecw-pc/cwr/cwr.htm>

1. Scheduling the CWRB Meetings.

a. **Develop Annual Meeting Schedule.** The Office of Water Project Review (OWPR) within the Policy and Policy Compliance Division will annually set up a schedule of potential CWRB meeting dates with the goal of one meeting per month. The schedule will be updated regularly and provided to Regional Integration Teams and MSC Planning Teams, and be posted on the CWRB Web Page for use by the Districts in scheduling project reviews.

b. **Identifying the Board Members.** The CWRB consists of five (5) members: the Deputy Commanding General (DCG) who will Chair the Board, the Director of Civil Works (DCW), the Civil Works Planning Community of Practice (CoP) Leader, a Regional Integration Team Leader (not from the presenting MSC), and a COP Leader from Engineering, Operations, or Real Estate. Scheduling will be initially based on the availability of the three specifically identified Board members; DCG, DCW, and Planning CoP Leader. The OWPR will identify the remaining two board members prior to each CWRB meeting. Alternate members may be designated based on availability.

c. **Reserving the Rooms.** The OWPR will reserve a VTC equipped conference room at HQUSACE for each CWRB meeting.

d. **CWRB Project Candidates.** At least quarterly, the OWPR will prompt the RIT's to canvass their respective Districts and identify proposed dates from the annual meeting schedule for which they will be prepared to present the District and MSC Commanders' findings. Potential candidate projects will be reported to the Chief, OWPR, and tentatively scheduled for those dates. The RIT's will advise the MSC that no date will be considered firm until the report submittal package and read ahead materials have been provided to OWPR. The goal is for no more than two projects to be reported on any date. If more than two candidate projects are proposed for a given CWRB date, they will all be tentatively scheduled on that date. As that date approaches, adjustments may be made to the schedule including changing the date or adding an additional CWRB meeting as close to the scheduled date as possible. Priority will be given to those projects which have submitted the required read-ahead information (see paragraph 2.c.)

within the prescribed timeframes. If no projects have been identified within six (6) weeks of a proposed CWRB meeting date, that meeting date will be cancelled.

2. Prior to the CWRB Meeting.

a. **MSC Confirmation.** Six (6) weeks prior to the scheduled CWRB meeting date, the MSC Planning Chief will confirm with the Chief of OWPR that proposed projects are ready to be presented to the CWRB.

b. **Report Submittal.** Preferably four (4) weeks prior to the scheduled CWRB meeting date, but not less than two (2) weeks prior, the MSC Commander will submit printed and electronic copies of the complete final report package to his or her respective Regional Integration Team so the project can be entered into the review schedule. The final report submittal package will include one copy of each of the following items unless otherwise noted:

- Division Engineer's Transmittal Letter
- Division Engineer's Notice (if applicable)
- District Engineers Final Report with EIS or Final EA/FONSI (signed) and appendices (10 copies)
- Draft ROD
- Report Mailing List
- Project Study Issue Checklist
- Documentation and Certification of ITR and EPR (1 copies)
- District Certification of Policy Review and Internal Supervisory Review of Report (i.e., Branch Chief signatures of technical and policy compliance)
- Value Engineering (VE) Statement for applicable projects.
- Legal Review Certification
- Draft Report of the Chief of Engineers
- PGM Compliance Memorandum (10 copies)
- Report Summary
- M-CACES Cost Estimate Summary
- Project Map (3 copies)

(See EC 1105-2-405, Appendix A and ER 1105-2-100 (PGN), Appendix H, paragraphs H-4.f. and g. for more details.) The RIT's will be responsible for promptly providing the complete final report package to the OWPR to begin the review and CWRB preparation process.

c. **Read-ahead Materials.** Two (2) weeks prior to the CWRB meeting, the RIT's will prepare a read-ahead package for the CWRB members, with the assistance of the MSC, District team members, and the OWPR review team. The package will include the following materials:

- Agenda
- List of Expected Attendees
- PowerPoint Presentation(s)

- Project Map
- Report Summary
- ITR and Legal Certification

Ten (10) printed color copies of the read-ahead package should be provided to the OWPR, which will be responsible for distributing the read-ahead materials to the Board Members, ASA(CW), OMB, and any other invitees. (Twenty copies of the updated read-ahead package should be provided on the day of the CWRB meeting.) Electronic copies of the read-ahead package materials should also be provided to the OWPR.

d. **Visitor Access.** The RIT's will make necessary arrangements with Building Security for admittance of the MSC and District team members and Sponsor representatives on the day of the CWRB meeting. HQUSACE visitors to the GAO Building must be processed through the HECSA Security Office (202-761-4557; Room 6P73) which will in turn submit a request to the GAO Safety & Security Office. The following will be utilized for visits: GAO Form 65, Notice of Visitor. A copy is provided as attachment 1. Paperwork for visitors must be processed at least a day before the scheduled CWRB meeting date to avoid delays on entry. Parking for visitors is generally not available in the building, but if requested may be approved only on an "as available" basis. Security guards at the G Street parking garage entrance to the GAO Building are advised of any visitors approved for parking that day.

e. **VTC Access.** The CWRB meetings will be telecast on the HQUSACE Video Teleconferencing System. Telephone conferencing capability is also available. MSC's or District Offices wishing to participate or view the meeting should notify the OWPR NLT one (1) week prior to the meeting. For Corps of Engineer offices wishing to participate remotely, please provide the following information:

- Name of Corps of Engineers Office
- City and State in which your office is located
- Name, office, and contact number for team member coordinating the participation (not IM contact).

If the sponsor, or other non-Corps PDT team member, wishes to participate using their facilities, a technical POC and contact number will also need to be provided. The OWPR will provide the compiled information to HQUSACE IM support on a VTC Request Form NLT 24 hours prior to the meeting.

f. **CWRB Web Page.** As a convenience to those participating in the CWRB remotely, we will attempt to include the critical read-ahead materials on the CWRB Web Page - <http://www.usace.army.mil/cw/cecw-pc/cwr/cwr.htm>. The RIT's will provide any updates to the agenda, report summary, and PowerPoint presentation materials to OWPR NLT 24 hours before the meeting. The OWPR will arrange for the materials to be posted on the Web Page so they are available the day of the meeting. Please note: due to security restrictions, the agenda can not contain names of individuals. Therefore it will have to be modified for the Web Site to contain only titles of the presenters, not their names.

3. Holding the CWRB Meeting.

a. **Setting up the Room.** The RIT presenting the first scheduled briefing at the CWRB meeting will be responsible for ensuring the room is set up prior to the start of the meeting.

- The room will generally be placed in a U-shaped configuration facing the viewing monitors. (See attachment 2 – General Room Layout.) A podium with microphone is available for presenters as well as hand-held and portable microphones.
- The RIT's will provide any revised read-ahead materials (color) for the Board Members and a suitable number of copies of the materials (black and white) for other participants (20 copies minimum).
- The OWPR will provide name placards for participants at the main tables.
- The RIT's will coordinate with IM personnel to ensure the VTC facilities are working and to load a copy of the combined presentation slides onto the room computer. Contact numbers are:
 - John Hoffman 202-761-1558 6R64
 - Scott Pelton 202-761-1555 6R60
- The presentations should be in the following order:
 - District Commander
 - Non-Federal Project Sponsor
 - MSC Commander
 - OWPR Review Manager
 - Lessons Learned

b. Conducting the Meeting.

1) **CWRB Chair.** The Deputy Commanding General, as CWRB Chairperson, will control the meeting. Upon announcement of his arrival the attendees should promptly end conversations and take their seats so the meeting can be convened.

2) **Agenda and Presentations.** Attachment 3 provides a suggested CWRB Meeting Agenda with annotations discussing the content or goals of the various presentations and actions at the CWRB meeting.

3) **District Commander's Presentation.** In all briefings the District Commander should address the following points:

- The project delivery process.
 - The PDT members.
 - Type and frequency of meetings.
- An overview of the report including the recommended plan (and NED/NER plans if different).
- Discussion of substantive ITR and Peer Review comments and responses.
- Results of model certification, as appropriate.
- The District's compliance actions from the PGM's.
- Substantive policy review comments and responses.

- The general outcome of the Public Involvement process.
- Summary of economic (NED and RED), environmental (NER), and other social effects (OSE) of the project.
- Description of how the plan is integrated with other watershed purposes.
- Description of how the recommendation supports our Environmental Operating Principles.
- Description of how the plan is integrated with the Commanding General's 12 Actions for Change.
- Risk and Uncertainty and how it is communicated to the sponsor and other affected interests.
- Assessment of PDT performance, lessons learned, recommended improvements.
- What would you do differently? (Anywhere in the process).

4) **MSC Commander's Briefing.** The MSC Commander will present the rationale for issuing the Division Engineer's Transmittal Letter, certification of legal and policy compliance, the expected response to the Report, and any MSC Quality Assurance or other observations, including regional approaches.

c. **Taking the Minutes.** The RIT in cooperation with the District PDT will be responsible for documenting the discussion during the CWRB meeting. A draft memorandum for record of the meeting should be completed NLT one (1) week following the CWRB action and distributed to the OWPR, MSC, and ASA(CW) for comment. The MFR should be finalized by the RIT NLT two (2) weeks following the CWRB action and provided to meeting attendees. OWPR will post a copy on the CWRB Web Page.

d. **After Action Report.** To facilitate lessons learned, the District PDT will prepare a brief AAR of the CWRB meeting on outcomes and decisions reached, and any follow on actions required. The AAR will be furnished to the MSC Commander, the appropriate HQUSACE RIT, and the OWPR. The OWPR will post the AAR on the CWRB Web Site.

e. **Clean up the Room.** The RIT's will be responsible for cleaning up any extra handout materials and ensuring that all refreshment containers are properly disposed of so the room is presentable for the next CWRB presentation or available for use by others.

4. **Actions Subsequent to the CWRB Meeting.**

a. **State and Agency Review.**

1) Upon a successful conclusion of the CWRB meeting, the RIT, District PDT, and OWPR will cooperate in conducting the required State and Agency (S&A) Review in accordance with the established SOP. Copies of the signed transmittal letters and draft Chief of Engineers' Report for State and Agency Review are prepared by OWPR prior to the meeting and can be provided to the district at the conclusion of the CWRB or expressed mailed to the District.

2) In those situations where the CWRB provides a contingent approval and identifies additional work or clarifications that are needed prior to releasing the report for the State and Agency Review, the District PDT will address the concerns and make any necessary changes to the report and updated report materials provided to the RIT. The RIT will coordinate

the District responses and changes materials with the OWPR Policy Review Team. The State and Agency Review will not be initiated until concurrence has been reached.

b. **NEPA Review.** For those projects including an Environmental Impact Statement, the PDT will provide OWPR notification of the published date of the Notice of Availability of the Final Report in the Federal Register. A copy will be included on the CWRB Web Page.

c. **Final Assessment and Documentation of Review Findings.** During the S&A review, the OWPR Review Team will complete its policy compliance review of the final report and coordinate with the RIT, MSC, and district to resolve remaining concerns to the extent possible. The comments received during the S&A Review will be compiled and any comments requiring a written response will be coordinated with the RIT, MSC, and district. Upon resolution of the outstanding policy issues OWPR will prepare the Documentation of Review Findings (DRF) and provide to the RIT for distribution. A copy of the DRF will be included on the CWRB Web Page. Note that any Documentation of Review Findings for which all issues cannot be resolved may cause language to be added in the final Chief of Engineers report that can delay processing by ASA(CW) and OMB.

d. **Revising the Project Summary.** Upon completion of the S&A review and receipt of the DRF, the RIT will update the Project Summary to reflect the results of the coordination and resolution of any outstanding comments. A copy will be provided to OWPR for posting on the CWRB Web Page.

e. **Chief of Engineers Report.** The RIT's will prepare and circulate all necessary materials for supporting the final Chief of Engineer's Report. The final version of the report will include additional language on the S&A coordination and items of local cooperation that are omitted in the draft for S&A Review. OWPR will support the RIT's in briefing the Chief of Engineers. Upon signature, a copy of the signed report will be provided to OWPR for posting on the CWRB Web Page.

5. Timeframe. In general the process for getting through the CWRB and S&A to a signed Chief of Engineers' Report is as follows.

- | | |
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| • Final Feasibility Report Submitted to HQ | - NLT 2 Weeks Prior to CWRB |
| • CWRB Briefing | - 1 Day |
| • State and Agency letters transmitted | - 1 Week (letters signed at CWRB) |
| • Notice to EPA for Federal Register | - 1 Week (District files EIS when letter go out, Federal Register Notice appears following week. |
| • State and Agency review period | - 30 Days from Fed Register Notice |
| • Preparation of Final Review Assessment | - 14 Days |
| • Chief's Briefing Package Coordinated through DCG | - 30 Days |
| • Chiefs Report Signed | - 10 Days |

Do not use this form for **visit notification** if the purpose of the visit is to **perform work** (such as by contract) on a short- or long-term basis, if the **visitor is a Contractor**, or if the **visitor requires a background check through NCIC** prior to being approved for access to the GAO Building. Contact SAS for guidance.

VISIT INFORMATION

INFORMATION ABOUT OFFICE/PERSON BEING VISITED

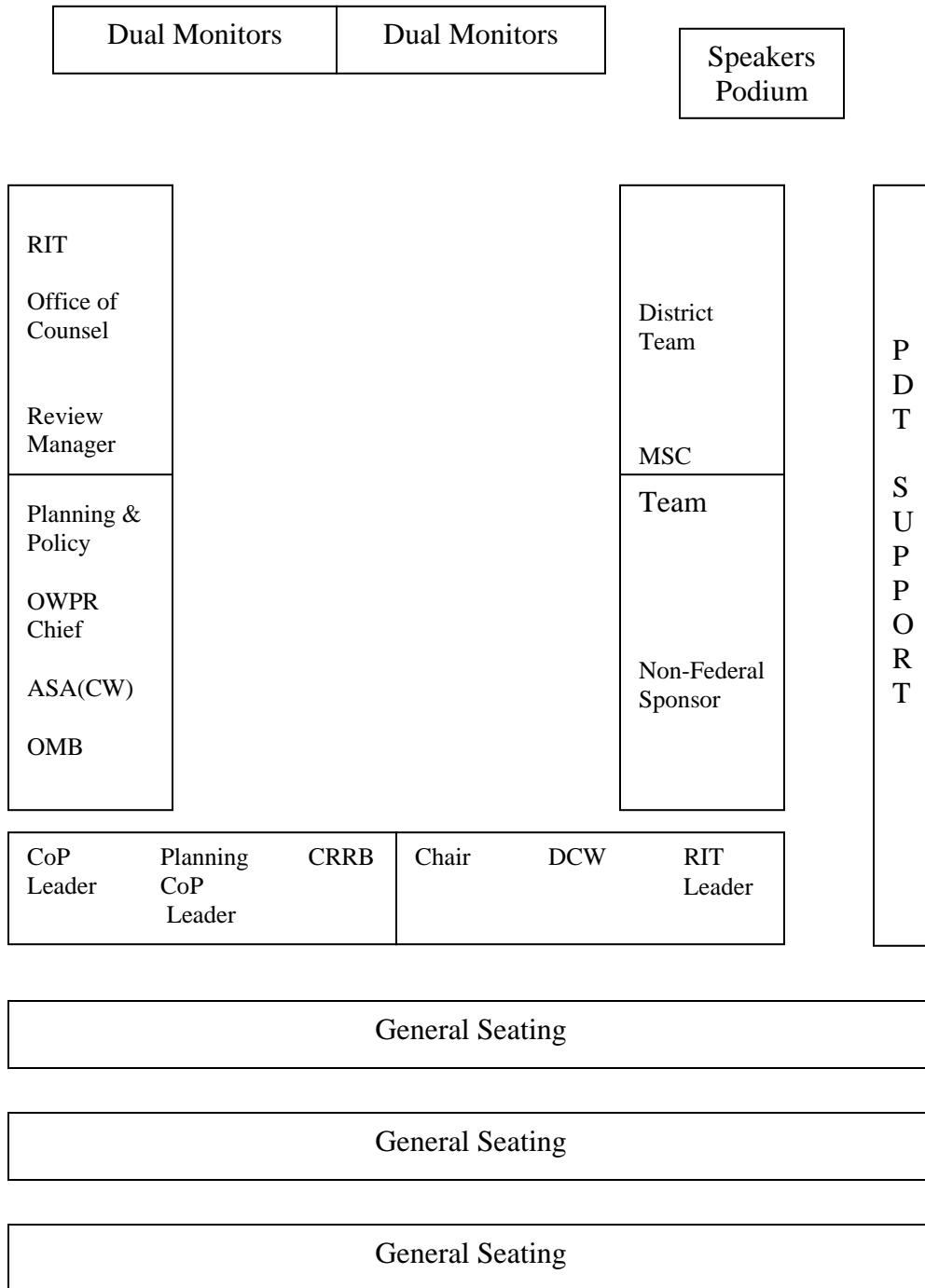
ESCORT INFORMATION

PARKING NEEDS – Parking is approved on a space-available basis.

USACE SECURITY – For Use Only When Applicable

GAO SECURITY AND SAFETY USE ONLYGAO Form 65 (Rev. 10/05)

General Room Layout for the Civil Works Review Board Meeting



Project Title
Report Type (Feasibility/GRR)
Civil Works Review Board Presentation

(date)

Agenda

- _____ Welcome – (DCG or his Representative)
The DCG will open the meeting and set the goals. He may or may not perform introductions.
- _____ Project Briefing – (District Commander)
If not done during the DCG welcome, the District Commander should introduce the sponsor and his PDT. S(he) will present the bulk of the presentation that covers the basics of the plan formulation and report recommendations. This section of the presentation should also cover the 4 of the 6 points specified in Appendix A of EC 1105-2-406, including substantive ITR comments and responses, the Districts understanding of the substantive policy review comments and responses, a description of how the plan is integrated with other watershed purposes, and a description of how the recommendation supports our Environmental Operating Principles. (Lessons learned comes after vote.) The District Commander should introduce the sponsor at the conclusion of this part of the presentation.
- _____ Sponsor Support – non-Federal Sponsor – (Name)
The sponsor is next afforded the opportunity to make any comments they wish in support of the project. The name(s) of all speakers should be provided to the RIT ahead of time for inclusion in the final agenda. The sponsor has the option of speaking, or not, and use of slides. Sponsors may participate by VTC.
- _____ MSC Commander Briefing – (Division Engineer)
After the sponsor finishes the MSC Commander provides his portion of the presentation including the rationale for project support (Transmittal Letter and other pertinent documentation), expected response to draft Report of Chief of Engineers, other observations, and MSC views on certification of legal and policy compliance (including discussion of ITR, Planning Center of Expertise involvement, etc.) Note MSC Commanders are permitted to make their presentations by VTC.
- _____ Policy Review Assessment – (Review Manager, OWPR)
The OWPR review manager will next present a briefing on the larger policy compliance issues wrestled with to date, and any remaining issues that remain to be resolved during the processing of the final decision document. Their last slide will be a recommendation to the CWRB on the project.
- _____ Action: (Director of Civil Works)
At this point the DCW will take the lead in discussing the presentations. The CWRB members will ask any additional questions that have not been asked during the presentation and quite possibly make individual statements. When finished the CWRB Chair will call for a vote on the OWPR recommendation as it may be amended by discussion.
- _____ Lessons Learned / After Action Report – (District Commander)
The District Commander will lead off in the lessons learned session. Items for discussion include: what was supposed to happen, what did happen, why it happened that way, and how we will improve the process next time (Anywhere in the process). This is can include a general assessment of PDT and vertical team performance.
- _____ Lessons Learned (MSC Commander and others, as applicable)
Views of lessons learned from other viewpoints.
- _____ Summary of Project Briefing – (District Commander)
(The District Commander should be prepared to summarize the overall project briefing. Although, often the DCG may do this, or the meeting may have wound down to a point where this is not done.)
- _____ Close: (CWRB Chair)
The DCG will make some closing remarks, probably provide the opportunity for last minute comments and closed the meeting.